



Shelby County Government Purchasing Department

The Department and its Mission

All requests for supplies, materials, equipment and services needed by Shelby County Government must be approved and processed through the Purchasing Department. Goods, supplies, equipment and services are secured by either a Request for Bids or Request for Proposals to ensure that Shelby County receives quality goods and services for the lowest and best price.

IT IS THE PURCHASING DEPARTMENT'S MISSION TO:

1. Procure supplies and services of the right quality, in the proper quantities, at the right time, and from the right source.
2. Conserve public funds by reducing costs and improving the quality of materials purchased.
3. Improve the speed of delivery of goods and services to the Department by predetermining their needs through system contracting or other appropriate means.
4. Achieve a high degree of cooperation with the using Departments and Offices.
5. Maintain good records and control.
6. Develop good supplier relationships.
7. Develop, motivate and train personnel to fulfill the above objectives.

Mission

Shelby County Government's Purchasing Department is responsible for the procurement of products and services under the administration of the County Mayor, the Legislative Body, the County Board of Commissioners, and other Elected Officials. It is the intent of the Purchasing Department to procure quality products and services at the lowest possible cost. Every purchase is made with the County's best interest in mind while providing all suppliers with a fair and equal opportunity to conduct business with County Government.

Professional Affiliation

We are members of and subscribe to the principles and standards of purchasing practices advocated by the National Institute of Governmental Purchasing and the Institute for Supply Management.

Vendor Sales Calls

Vendor sales personnel are not to make sales calls direct to other County personnel and departments without prior authorization by the Purchasing Department. Our office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday and we welcome your visits. We ask that you call in advance to avoid any inconvenience in meeting with the appropriate purchasing personnel.



Doing Business with Shelby County Government

Becoming a Shelby County Vendor:

As a part of doing business with Shelby County, each individual, company, or organization is required to:

1. obtain an "Equal Opportunity Compliance" certification number (acquired through the EOC webpage, then bring it to the EOC Department or mail/fax) – if questions, pls contact the EOC office directly at 901-222-1101.
2. obtain a Vendor number (acquired through the Purchasing Department, online only), as explained below:

To obtain a Vendor number, please visit <http://www.shelbycountyttn.gov/189/Purchasing>. The application will be found under "Department Resources: Vendor Registration" or click on <https://forms.shelbycountyttn.gov/lfserver/vendorapplication>

NOTE: Field 1.b FEDERAL IDENTIFICATION NUMBER: If using SSN instead of FEIN,
Field 2.a LEGAL ORGANIZATION NAME: must be the name of the business owner and
Field 2.b DOING BUSINESS AS: must be the name of business.

Complete the application and submit online only. You will then be emailed a W-9 form in which you are to print, sign, and date. The original signed and dated copy is needed on file in our office. You have the option to **mail your signed W-9 or walk it in**. A faxed or scanned copy cannot be accepted. **Upon receiving the EOC number, Purchasing will create your Vendor number and you will receive it via email.**

Should any further assistance be needed:

- If related to the EOC/LOSB/MWBE numbers, pls contact the EOC office at 901-222-1101 or visit them on the 2nd floor.
- If related to the Vendor number, a vendor kiosk is available for public use, advance notice preferred. Purchasing office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday and we welcome your visits, we are on the 9th floor.

Shelby County Government
160 N. Main
Memphis, TN 38103
901-222-2250